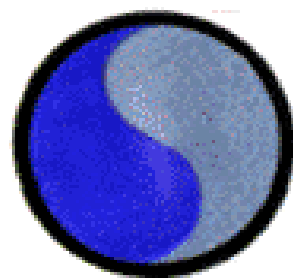


US Army Fort Dix, New Jersey

SFOR 10



Soldier Planning Guide for Demobilization

2 January 2002

Demobilization Activities & Processes

Upon your arrival in the United States you will be met by installation representatives who will provide transportation to Fort Dix, New Jersey.

If you are redeploying as individuals contact 1-609-562-5682 upon your arrival in the United States for transportation information and instructions on where to report upon arrival on Fort Dix.

A brief Reception /Welcome Ceremony will be held upon your arrival. The ceremony normally takes 15 minutes.

At the conclusion of the Reception/Welcome Ceremony you will be assigned billets, dining facility and provided an arms room to store your weapon.



Demobilization Activities & Processes

Unit demobilization processing at Fort Dix and movement to your home station will normally take 3 days. A demobilization activity schedule will be provided to your Commander or senior unit leader.

The first step in your demobilization processing will be Soldiers Readiness Processing (SRP). At the SRP Site (B-5631) you will be given a Demobilization /Out Processing checklist (FD Form 2239-R) and a Finance Information Sheet . This checklist and information sheet are the documents that will be used by Fort Dix to ensure that all demobilization requirements have been checked, updated and completed.



Demobilization Activities & Processes

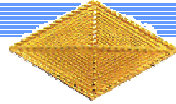
The next step in your demobilization processing will be the turn-in of organizational clothing and equipment that you received when you were mobilized. Make sure that you bring all clothing items issued to you by the Mobilization Station to avoid charges for missing items. Equipment turn-in will take place at the installation Central Issue Facility (CIF) B-3136.



Upon completion of your SRP and CIF processing the final demobilization process will be the coordination of transportation for return to home station. You will be advised by your Commander of the mode of transportation and departure time from Fort Dix.

Demobilization Activities & Processes

FORT DIX FINANCE OFFICE



The following is a list of documents you will need:

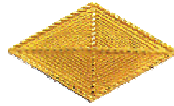
- Copies of all DA Form 31's (Leave Request Form)
- Copies of any and all receipts that may be reimbursable on a 1351-2 (Travel Voucher)
- Individual mobilization orders
- TDY orders (DD Form 1610, If applicable)

During the SRP you will meet with a finance specialist. We will:

- Review your master military pay account (MMPA) with you and input changes as appropriate.
- Review your entitlements during transition leave
- Review your remaining pay dates
- Review your documents for submission of your travel voucher.
- Address any pay concerns.

Demobilization Activities & Processes

FORT DIX FINANCE OFFICE



**ONE DECISION YOU MUST MAKE IS ABOUT
YOUR LEAVE:**

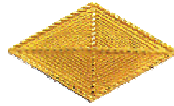
IF YOU HAVE ACCUMULATED LEAVE THAT WAS NOT TAKEN DURING YOUR MOBILIZATION YOU MUST MAKE A DECISION TO CASH IN YOUR ACCRUED LEAVE OR TO TAKE TRANSITION LEAVE.

WHAT IS THE DIFFERENCE???

CASH IN ACCRUED LEAVE. If you choose to cash in your leave, you will receive your base pay only for the days you have accumulated. It is important to note that if you cash in leave, the money is subject to all tax withholdings. Your Relief from Active Duty (REFRAD) date will be the last day of your home station activities.

Demobilization Activities & Processes

FORT DIX FINANCE OFFICE



TRANSITIONAL LEAVE

If you choose to take transitional leave, you will be on leave until you have exhausted the accumulated days. You will continue to receive Base Pay, Basic Allowance for Housing, and Basic Allowance For Subsistence. (Hardship duty pay, hostile fire/imminent danger pay, combat zone tax exclusion WILL NOT BE PAID, family separation allowance will stop for those who are inside the commuting distance, FSA IS PRORATED.)

Your REFRAD date will be one day after your last day of leave. You will continue to accrue reserve retire points (one per day) while on transitional leave.



Demobilization Activities & Processes



Demobilization Activities & Processes
